

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY2014 Global Undergraduate Exchange Program in Pakistan

Funding Opportunity Number ECA-ECAAE-14-022

Office of Academic Exchange Programs **South and Central Asia Programs Branch**

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Academic Exchange Programs, South and Central Asia Programs Branch for the FY2014 Global Undergraduate Exchange Program in Pakistan (Global UGRAD – Pakistan). Proposals must conform to the solicitation letter, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

Subject to the availability of funds, the Bureau of Educational and Cultural Affairs (ECA) expects to make one award up to \$5,393,250 for the administration of the FY2014 Global UGRAD – Pakistan Program.

The Global UGRAD – Pakistan Program provides full scholarships for outstanding students from underrepresented socio-economic and geographic sectors in Pakistan to complete one semester of non-degree undergraduate study in the United States at accredited two-and four-year institutions. In FY2014, the Global UGRAD – Pakistan Program should provide no fewer than 250 scholarships over two academic semesters (125 students for fall 2015 and 125 students for spring 2016). Students in the humanities and social sciences are highly encouraged to apply as the program seeks a balanced representation of disciplines, although all academic fields of study are eligible.

Responsibilities of the award recipient for the administration of the FY2014 Global UGRAD – Pakistan Program for the 2015-16 academic year include:

1. Program planning and management;
2. Recruitment and selection of U.S. host institutions;
3. Participant placement at U.S. host institutions;
4. Monitoring and support services for participants
5. Participant orientations upon arrival in the U.S. and re-entry workshops prior to international departure;

6. Assistance with community service arrangements and other special programs management;
7. Fiscal management of program including but not limited to: stipend disbursement, international travel arrangements, domestic travel arrangements, student reimbursement for cultural events, enrollment in university or private insurance plan, and fiscal reporting;
8. Program reporting and evaluation services;
9. Visa management and monitoring, including the processing of DS-2019s; and
10. Supporting alumni tracking and coordination as well as creation of follow-on activities for program alumni.

ECA is substantially involved in a Cooperative Agreement. In this Agreement, ECA/A/E/SCA will be responsible for the following:

1. Participating in the design and direction of program activities;
2. Approval of key personnel;
3. Finalizing selection of program participants who will be recruited by the Fulbright Commission in Pakistan;
4. Approving and providing input for all program agendas and timelines;
5. Reserving the right to have input on final host institution selections;
6. Providing final approval, after thorough consultation with the cooperating agency, of all student placements;
7. Providing guidance in the execution of all project components;
8. Arranging for Department of State speakers during workshops;
9. Advising and consulting about participant emergencies;
10. Providing background information related to participants' home country and cultures; and
11. Serving as liaison with Pakistan Fulbright Commission, Public Affairs Section (PAS) of the U.S. Embassy, and country desk officer at the Department of State.

II. PROGRAM SPECIFIC GUIDELINES

Program and administrative responsibilities for the FY2014 Global UGRAD – Pakistan Program must include:

A. Program Planning and Management

Participant Recruitment

Participants will be identified, panel reviewed, and nominated by the United States Educational Foundation in Pakistan (USEFP) (Fulbright Commission in Pakistan), with final selection made by ECA. Participants will be highly motivated undergraduate students from colleges, universities, and other institutions of higher education who demonstrate leadership through academic work, community involvement, and extracurricular activities. Students in the humanities and social sciences are highly encouraged to apply as the program seeks a balanced representation of disciplines, although all academic fields of study are eligible. They should be drawn from the standard university/college curriculum.

All participants will have a good knowledge of English to function successfully in a U.S. higher education classroom or, in a minimum of cases, be provided with additional English language training by the U.S. host institution.

Every effort will be made to select a balanced mix of male and female participants, and to recruit participants from non-elite or underprivileged backgrounds, from both rural and urban areas, and who have had little or no prior experience in the United States or elsewhere outside of their home country.

The recipient will be responsible for creating a video highlighting five years of the Global UGRAD – Pakistan Program, which will be used as a recruitment tool.

U.S. Host Institution Selection and Participant Placement

Placement at U.S. colleges and universities will be approved by ECA for all participants. The proposal should describe in detail how the U.S. host institution competition will be conducted, including what measures will be taken to secure tuition waivers and/or other cost-sharing. Host institutions for the FY2014 Global UGRAD – Pakistan Program must be accredited colleges and universities and should represent the diversity of U.S. institutions of higher education, including community colleges and minority-serving institutions (MSIs). In addition, host institutions should be selected on the basis of geographic diversity, academic rigor, overall cost and ability to cost-share, and ability to engage the students in the local community. Students should be placed at institutions that will provide the participants with a supportive environment and personalized attention. These communities should be able to offer accessible housing accommodations and transportation.

No more than five participants should be placed at one institution. The proposal should demonstrate how the applicant will ensure maximum interaction with Americans and lessen the likelihood that participants will interact predominantly with each other.

The proposal must describe in detail how the placements will be made, including what measures will be taken to select appropriate institutions, which participants will be placed at which type of institutions (for example, 2-year and 4-year institutions), and secure tuition awards and/or other cost-share.

Participants are expected to return to their home countries immediately upon the conclusion of the program. Transfers of academic program and visa sponsorship to another U.S. institution will not be considered under the FY2014 Global UGRAD – Pakistan Program.

Allowances

The proposal should present participant maintenance allowances in accordance with suggestions below or an alternative benefit package that includes the costs of campus housing, meals, books, university health insurance, and incidental expenses. The recipient must monitor and directly distribute approved allowances (e.g. maintenance) and reimbursements (e.g. relevant fees); authorize special allowances as stipulated in the

program terms and conditions (e.g. enrichment funds); clarify policies and procedures; and resolve problems relating to recipient benefits and payments. Suggested amounts for allowances are:

- Monthly Spending Allowance: \$400/month
- One-time Settling-in Allowance: \$150 (for items needed immediately upon arrival and not provided by host institution)
- One-time Book Allowance: \$500/semester (\$250/quarter)
- Enrichment Allowance: \$250 one-semester (dispersed via an “application” process or other mechanism)

Housing Accommodations and Meals

Program participants will be placed in on-campus housing and have access to a comprehensive meal plan with provisions for religious-specific or other dietary needs.

Participants should be paired with U.S. student roommates, not other FY2014 Global UGRAD – Pakistan participants or international students.

The proposal should include a description of appropriate accommodations for participants’ religious observances and ensure options to meet particular needs such as single-gender and substance-free dorms/floors.

Fields of Study

Students in the humanities and social sciences are highly encouraged to apply as the program seeks a balanced representation of disciplines, although all academic fields of study are eligible. They should be drawn from the standard university/college curriculum.

Academic Components

To support the mutual understanding goal of the exchange, the Bureau is particularly interested in opportunities for academic study related to U.S. institutions, society, and culture. Thus, students must enroll in one American Studies course, such as American history, literature, or government.

Additionally, there must be an academic skills-building component (may be a specific course or training outside of class) that aims to improve the participants’ ability to succeed in the U.S. higher education system. Training may include, but is not limited to, time management, note taking, preparing for exams, and research and writing.

Enrichment Activities

To further the exchange, participants will be encouraged to take part in enrichment activities. An enrichment allowance will be available to enable participants to engage in campus, community, and regional activities of a cultural nature, such as concerts, plays, museum exhibits, cultural festivals, etc. Participants may participate in activities on their own or as a group. The recipient is encouraged to assist participants in planning enrichment activities.

Thematic Focus

To enhance the knowledge and skills of the participants, each cohort should have leadership development as an overarching theme for the program, which will focus on increasing the leadership skills of the participants. The theme will be introduced at the arrival orientation workshop. It should also be incorporated through structured activities to further the experience of the participants in exploring the theme while at their host institutions. At the re-entry workshop, the theme will play a central role along with the components described below for re-entry. The theme is intended to augment the academic and cultural components of the program, with the goal of developing the personal and professional skills of the participants.

B. Supervision and Support Services**Monitoring and Support**

The proposal must demonstrate that the applicant can provide support systems to the FY2014 Global UGRAD – Pakistan participants that reflect cultural understanding and sensitivities as well as effective communication skills to facilitate a successful exchange experience.

The recipient must verify participant enrollment in the approved program and resolve any initial placement and/or adjustment problems upon arrival at their host institution. They must assist program participants in finding adequate academic and counseling services where needed. The recipient should monitor and evaluate the performance of FY2014 Global UGRAD – Pakistan participants to ensure satisfactory progress in the achievement of academic goals, including periodic campus visits, consistent communication with host advisors and professors, and review of academic reports.

Working closely in consultation with the Bureau, the recipient should assist participants, as required, in resolving issues related to academic problems and personal or health emergencies; provide counseling or make appropriate referrals; perform domestic travel to resolve participant emergencies; and provide other assistance as needed. The Bureau must be informed of any medical emergencies, unlawful acts, or violations of the FY2014 Global UGRAD – Pakistan terms and conditions as soon as possible.

Visas

The recipient must provide oversight and management of participants' visa status. The Bureau is placing renewed emphasis on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by participants and sponsors to all regulations governing the J visa. Therefore, the proposal must demonstrate the applicants' capacity to meet requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including orientation of participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting, and other requirements.

The recipient will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J visa) Programs is available at <http://J1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668
301 4th Street, SW
Washington, DC 20547

Health Benefits

The recipient must enroll participants in the Bureau's Accident and Sickness Plan for Exchanges (ASPE) or other health benefits plan and assist in filing claims to the designated health benefits agency. The recipient must clarify health benefit coverage, procedures, and benefits as needed for the FY2014 Global UGRAD – Pakistan participants.

The recipient must also enroll students in university health insurance. If the host institution does not allow non-degree seeking students to enroll, the recipient must purchase private insurance for the participant. This health insurance should act as their primary policy with ASPE or other health benefits plan acting as secondary coverage.

Participant Travel

The recipient must manage program participant travel arrangements, in consultation with the Fulbright Commission, for domestic and international flights in accordance with the Fly-America Act.

C. Special Programming

Arrival Orientation Workshops

Pre-departure orientations (PDOs) will be arranged by the Fulbright Commission in Pakistan. With assistance and materials provided by the recipient, the U.S. Embassy, and ECA, these PDOs will provide a brief introduction to living, traveling, and higher education in the United States. Additionally, the recipient should hold an arrival orientation workshop in the Washington, DC metro area to address topics such as U.S. campus life, U.S. culture and cultural adjustment, finances, health and safety, a review of the student award terms and conditions, a review of the major requirements for the program, program materials, and online tools. Program handbooks including this material should be provided by the recipient for dissemination at the arrival orientation. The proposal must include plans for arrival orientations and late arrival virtual orientations.

Host universities and colleges should provide academic/program orientations for the participants upon their arrival at the university or college that will reiterate the topics mentioned above as well as introduce the participants specifically to the host school and community. The recipient should provide materials for such orientations that will ensure participants associate themselves with the FY2014 Global UGRAD – Pakistan Program as well as to the host institutions.

Academic Program and Skills Building

All participants should be enrolled full-time in undergraduate course work chosen from the

host institution's existing curriculum so that students have ample opportunity for substantive interaction with U.S. faculty and student peers, and opportunity for exposure to U.S. academic and classroom culture.

Participants should be able to choose at least two courses in their field of study (as indicated on their applications). Participants will be required to take one American Studies course and one academic skills building course or training.

Community Service and Presentations

To ensure that students will be integrated as much as possible into the U.S. communities in which they will be living, students will be required to take part in community service activities during their program. Students must provide 20 hours of volunteer service to local organizations. Students may not receive salaries, stipends, or wages for their volunteer service.

Participants must conduct at least one local presentation (at area schools or community organizations) about their home country.

U.S. Cultural Enrichment

ECA welcomes creative ideas for exposing participants to U.S. institutions, such as discussion groups on U.S. issues, visits to political campaign offices and polling places, attendance at school board or city council meetings, exposure to U.S. religious institutions, and civic-related volunteer work. Student attendance at museums, concerts, plays, and other cultural events which feature American content should be encouraged and facilitated whenever possible. As described above, the recipient should provide assistance to ensure that participants take part in such activities, whether by visits set up through the host advisors, participants directly, or other means.

Re-Entry Workshops

The proposal must include the administration of re-entry workshops for all participants and the method in which the recipient plans to recruit and select an institution to implement the event. The workshop dates should be scheduled in consultation with the ECA program office. The re-entry workshop should address issues of reverse cultural shock, academic reintegration into their home college or university, and other re-entry considerations as appropriate as well as further opportunities to return to the U.S. for study and research. The thematic focus, as described above, should be incorporated into the workshop, with the participants being exposed to the application of the theme to their home communities through meetings, discussions, site visits, and project design and development. The development of individual action plans should also be incorporated into the re-entry workshop for the participants.

Follow-on Activities

Proposed follow-on activities for alumni must be developed in close consultation with ECA and the Fulbright Commission, must reflect the goals and objectives of the FY2014 Global UGRAD – Pakistan Program, and must contribute to overall ECA goals to foster mutual understanding among the people of Pakistan and the United States. The proposal

must include an outline of, and timeline for, follow-on alumni programming, information on how it will be coordinated with existing alumni efforts, and a description of how long-term linkages with alumni will be fostered and maintained. The applicant should explain how these activities will be integrated with initiatives for alumni of other ECA programs, rather than as isolated events. Alumni activities should be conducted with minimum financial support from ECA and demonstrate cost-sharing by the applicant organization. Please refer to the Proposal Submission Instructions (PSI) for additional information.

D. Fiscal Management

The proposal must demonstrate the existence of suitable financial systems to track, audit, and disburse the FY2014 Global UGRAD – Pakistan funds. The recipient will be expected to submit interim and final reports, as directed by ECA, detailing expenditures, and to consult with ECA on the re-programming of funds. Administration of these scholarships must be in compliance with reporting and withholding regulations for federal, state, and local taxes where applicable.

E. Program Projections, Reporting and Evaluation Services

The proposal must include a statement of goals and expected outcomes for the program, including how results would be measured, as necessitated by the Government Performance and Results Act (GRPA) of 2010. Evaluation plans should include a plan for host campus representatives to evaluate the impact of the FY2014 Global UGRAD – Pakistan Program on their campuses and local communities.

The recipient should be able to develop and maintain a participant statistical database that records such information as bio-data, academic program, visa status, and participant accomplishments. ECA may request periodic reports related to the management of the exchange program.

III. PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text

- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items under section headings in the GrantSolutions Application Checklist:

Online Forms

SF-424, "Application for Federal Assistance"

SF-424A, Budget Information – Non-Construction Programs

SF-424B, "Assurances – Nonconstruction Programs"

Include other attachments, if applicable, such as indirect agreements, Form 990,

SF-LLL, etc.

Program Narrative

Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and end dates of the program
3. Proposed themes
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefitting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields covered
 - e. Anticipated results (short and long-term)

Narrative

In no more than 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below:

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, thematic components, academic component, cultural program, re-entry, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

Additional Information to be Submitted

Detailed Budget

Calendar of activities/itinerary

Letters of endorsement

Resumes and CVs (resumes of all program staff should be included in the submission.

No resume should exceed two pages.)

First Time Applicant Attachments, if applicable

Please note: Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt from Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, the award recipient will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For the award recipient, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

Include other attachments, if applicable (e.g. the SF-LLL form, etc.)

REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

1. *Quality of the program idea:* Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.
2. *Program planning:* Detailed agenda and relevant work plan should demonstrate

substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.

3. *Ability to achieve program objectives:* Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
4. *Multiplier effect/impact:* Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.
5. *Support of Diversity:* Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content, and implementation (orientation and re-entry workshops, participant placement, program meetings, resource materials, and follow-up activities). It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.
6. *Institutional Capacity:* Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals.
7. *Institution's Record/Ability:* Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
8. *Follow-on Activities:* Proposals should provide a plan for continued follow-on activity (with minimal Bureau support) ensuring that Bureau supported programs are not isolated events.
9. *Project Evaluation:* Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives.
10. *Cost-effectiveness:* The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.
11. *Cost-sharing:* Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.
12. *Value to U.S. – Partner Country Relations:* Proposed projects should receive positive assessments by the U.S. Department of State's geographic area desk and overseas

officers of program need, potential impact, and significance in the partner country.

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The award recipient will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://J1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668
301 4th St., SW
Washington, DC 20547

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or competition, call Program Officer Shane Stryzinski at (202) 632-3213, ECA/A/E/SCA; email: StryzinskiST@state.gov.